



Eastbrook Academy

Warriors

Student/Parent/Guardian

Handbook

2023-2024

## **CONTACT AND GENERAL INFORMATION**

### **EASTBROOK ACADEMY**

**Address:** 5375 N Green Bay Ave Milwaukee WI 53209

**Website:** eastbrookacademy.org

**Phone:** 414-228-7905

**Fax:** 414-228-9854

**School Day Hours:** 8:20am – 3:35pm

**Office Hours:** 8:00am – 4:00pm

**Office Hours (Summer):** 9:00am – 1:00pm (Monday – Thursday)

### **Accreditation**

Independent Schools Association of the Central States (ISACS)

### **Affiliations**

Private School Choice Programs:

Milwaukee Parental Choice Program (MPCP)

Wisconsin Parental Choice Program (WPCP)

### **School Board of Directors (as of March 2023)**

Board Chair	George Loxton
Board Vice Chair	Randy Mehl
Treasurer	Bryan Browning
Secretary	Amy Wisth
Church Council Representative	Mike Weitzer
Board Member	Willie Smith
Board Member	Tawnya Ganfield
Board Member	Marlaina Jackson
Board Member	Colin Jacobs
Board Member	Greg Marshall

## **SCHOOL PROFILE**

A Christ-Centered Academic Community

### **Purpose Statement**

Eastbrook Academy develops the Christ-like leaders that our world needs today.

### **Mission Statement**

Eastbrook Academy exists to support families from diverse backgrounds in the academic and spiritual development of their children. The Academy imparts a rigorous education inspired by the classical model in a loving environment committed to Christ-like living. Our students will be prepared to excel in college and life – ready to have an impact on the world..

### **School History**

Since the earliest days of Eastbrook Church, there has been a focus on how education can be a pathway towards impacting lives and developing Christ-like leaders. When Eastbrook Church purchased its campus on Green Bay Ave, the church's leadership made a commitment to St. Nicholas parish to continue offering Christian education on the campus as a ministry of the church. Church leaders set out a vision for a school that reflected the ethos of Eastbrook - one that valued Christian education, a diverse community, and high academic standards. By leveraging some of the best elements of the Classical education model, the school sought to equip individuals from varying socio-economic, racial and ethnic backgrounds with an exceptional education and the skills needed to succeed in higher education and in life. Decades later, this approach remains the hallmark of Eastbrook Academy.

Eastbrook Academy opened its doors in 1998. Christian teachers with high academic standards began with a pre-school, kindergarten, and first grade. The Academy added successive grades in the following years, culminating in a K4-8 school.

In 2006, Eastbrook Academy High School came into existence with its first freshman class. Facilities were expanded to include a gymnasium, additional classroom space, elevators, and a connection space between classroom and worship areas. This expansion was made possible through individual contributions and the financial support of organizations such as Partners Advancing Values in Education (PAVE), the Walton Family Foundation, the Todd Wehr Foundation, and the Bill and Melinda Gates Foundation (TALC).

In June of 2010, Eastbrook Academy held its first senior graduation. Over the course of the following decade, each graduating class has had 100% college acceptance and has been awarded generous scholarships and grants. In the years since, Eastbrook Academy has regularly been recognized as one of Wisconsin's top-performing K4-12 college preparatory schools.

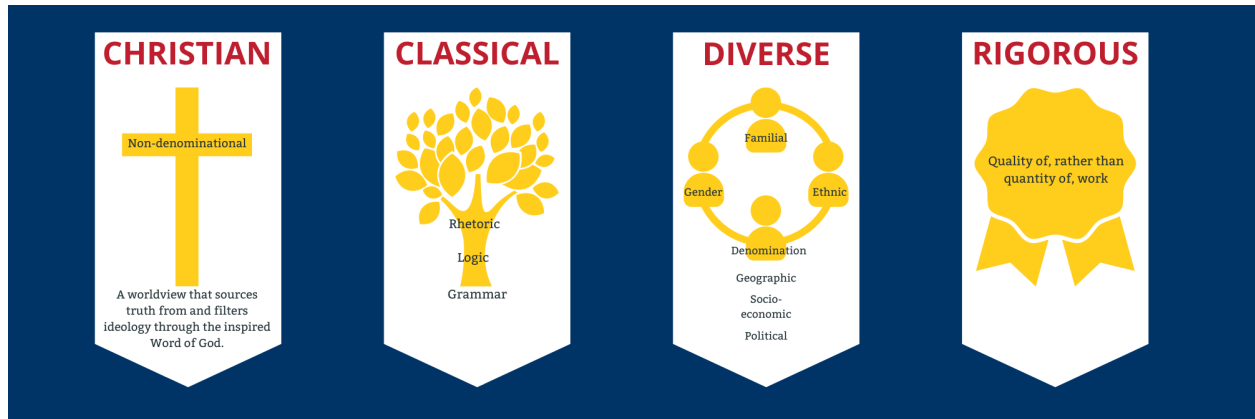
While Eastbrook Academy has an independent board of directors and is a separate 501(c) organization from Eastbrook Church, both organizations consider Eastbrook Academy to be a ministry of the Church.

## Statement of Faith

- **Scripture:** We believe the Scriptures to be the inspired Word of God, without error in the original writing; the complete revelation of His will for the salvation of men; and the Divine and final authority for all Christian faith and life. ([2 Tim.3:16](#); [2 Pet. 1:21](#))
- **Jesus Christ:** We believe Jesus Christ is true God and true Man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. In the person of the Holy Spirit, He indwells the believer. ([Lk 2:52](#); [Jn. 4:6](#), [Heb.5:8](#); [Jn. 1:3](#), [Jn.20:2](#))
- **Mankind:** We believe man was created in the image of God but fell into sin and is therefore spiritually dead. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. ([Rom.5:12-21](#))
- **Christ's Return:** We believe in the personal and imminent return of our Lord Jesus Christ, and that this has a vital bearing on the personal life and service of the believer. ([1Jn. 2:28](#); [Acts 1:9-11](#))
- **God:** We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit. ([Deut. 6:4](#); [Matt. 3:11-17](#))
- **Holy Spirit:** We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict, regenerate, seal, indwell, guide, instruct and empower the believer for life and service. ([Jn. 14:26](#); [Rom.8:14](#), [Jn.16:8](#); [Jn.3:5-6](#))
- **Salvation:** We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation of believers and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God. ([Jn.3:16](#); [Rom.5:10-11](#); [2 Cor.5:18-20](#); [Gal.4:4-6](#))
- **Judgment:** We believe in the bodily resurrection of the dead – of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and eternal separation from God. ([Jn. 5:28-29](#); [Rev.20:11-15](#))
- **The Church:** We believe the true Church is composed of all such persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ, united together in the Body of Christ of which He is Lord and Head, and commissioned for the God-given task of proclaiming the Gospel to every person. ([1 Cor. 12:13](#))

When asked about the greatest commandment, "Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" ([Matt 22:37-39](#))

## Definitions of key words at Eastbrook Academy



Since our founding in 1998, four key words have been used to describe Eastbrook Academy: **Christian, Diverse, Rigorous and Classical**. These have often been referred to as the “Pillars” at our school.

- **Christian:** Eastbrook Academy aligns itself with the Truth as upheld in the Bible and taught by Jesus Christ. Teachers and staff model a vibrant Christian faith throughout our instruction and relationships. This includes teaching students the Word of God at a young age, encouraging and modeling prayer, and encouraging each person to grow in their relationship with the living God. Each student is taught the Gospel. Families and staff agree that our school operates according to the core tenets of our faith. We strive to have students integrate a Christian perspective into learning and critical thinking.
- **Diverse:** Eastbrook Academy is a community that is made up of students and staff from many different backgrounds. This includes different races, nationalities and ethnicities; different income and socio-economic statuses; as well as different communities and life experiences. Regardless of what groups a person is a part of, we strive to value them and understand their needs and strengths. We have high expectations for students of all backgrounds. This has resulted in our school being successful at closing achievement gaps that are frequently observed at other schools. Members of our community grow in their ability to build meaningful relationships with people of many different backgrounds.
- **Rigorous:** We believe that having rigorous expectations for students is key to developing the perseverance and discipline needed to be successful in college and in life. We strive for our students to develop a love of learning in a joyful environment, resulting in strong academic outcomes. Providing structure, consistency and boundaries creates well-rounded students and an environment where those students can thrive. Our high expectations span across academic, behavioral, social-emotional, physical and spiritual elements of learning.
- **Inspired by the Classical Model:** Our philosophy of education and definition of rigor have been inspired by the Classical model. The Classical model is based on a three-part process of training

the student's mind. This classical approach is called the trivium. In a biblical sense, it could be viewed as stages of knowledge, understanding, and wisdom.

*I. Grammar Stage (K-4)* - The early years of school are spent absorbing facts, systematically laying the foundation for advanced study.

*II. Logic Stage (5-8)* - At the middle school level, teachers teach skills of reasoning, critical thinking, analysis, and evaluation. Students learn to discern causes, motives, and to investigate theory.

*III. Rhetoric Stage (9-12)* - In high school, students learn to express themselves and become proficient in communicating analyzed information. They ask questions, investigate the truth and then formulate responses. They hone their communication skills by defending their position both verbally and in writing.

Other key principles we have embraced from the Classical model include a focus on the whole person, embracing age-appropriate instruction, the teaching of cultural heritage, and a strong emphasis on Arts, Music, and Language Arts. We place an emphasis on the development of Christian character and an understanding of God's Word as a way to inform learning and growth throughout life. We value truth, beauty and goodness.

#### **Notice of Non-Discrimination Policy**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax:  
(833) 256-1665 or (202) 690-7442; or

Email:  
Program.Intake@usda.gov

### **Parental Enrollment Responsibility**

Prior to official enrollment each year, parents/guardians must complete (or waive if allowable) the enrollment checklist for each child. This checklist is found in Blackbaud Student Information System and consists of the following documents:

- Enrollment Contract
- Financial Agreement
- Digital Equity Survey
- Permission to Photograph
- Student Handbook Acknowledgement
- Medical Form
- Chromebook/Digital Devices Acknowledgement

### **Parental Enrollment Acknowledgement**

The School has the right to suspend or terminate the enrollment of any student for reasons set forth in the Enrollment Agreement, for reasons set forth in this Parent and Student Handbook, for reasons that the School Administration considers detrimental to the School community, to student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's enrollment (including any amounts charged on Student's account with the School).

### **Parental Financial Responsibility**

Regardless of the method to which tuition is paid (private pay, scholarship, financial aid, or Choice Voucher), all parents agree to pay financial obligations on time.

Financial responsibilities include, but are not limited to:

- Tuition
- Application Fee
- Student Activities Fees
- Late pickup charges
- Meal Program
- Lost books
- Damages to school property, equipment, Chromebooks, etc. caused by a student
- Field Trips

**All student balances MUST be paid in full before the end of the school year.** The Academy reserves the right to dismiss students if financial obligations are not fulfilled.

Report cards, transcripts, and cumulative files may be withheld for families who have outstanding balances.

Certain payments can be made through Blackbaud via bank account, debit or credit card. For those payments not supported in Blackbaud, families may pay using PayPal (to [invoices@eastbrookacademy.org](mailto:invoices@eastbrookacademy.org)), a check (payable to Eastbrook Academy) or money order. Cash payments are discouraged, but may be permitted in certain circumstances. All alternate payment plans must be arranged ahead of time with the Business Office and must be submitted in a payment envelope with the correct payment information filled out.

### **Tuition Refund Policy**

Any private pay family whose student does not complete the entire school year is responsible for their student's tuition through the remainder of the month of which the withdrawal takes place. The Business Office will adjust the balance due according to the withdrawal date.

Unless the withdrawal occurs within the first month of the school year, Student Activity Fees are not refunded or prorated

### **Scholarships, Financial Aid and Private School Choice Program**

#### **Scholarships**

As a result of generous donors, Eastbrook Academy is able to offer scholarships. Students who are academically prepared, and are looking for longevity should apply. Our intent is to highlight the unique giftings of those students who qualify.

Scholarship recipients must :

- Have continued academic performance meeting or exceeding 80% performance in all tested subjects, or a 3.0 GPA;
- Maintain attendance consistent with Academy expectations as stated in this handbook.
- Adhere to the expectations and behaviors outlined in our student handbook; and
- Contribute positively (including service requirements) to build our Christian community and be an ambassador for Eastbrook Academy.

Parents of recipients must:

- Consistently work with and support the school in partnership for their student's academic success and social involvement; and
- Contribute to our fundraising and community building efforts by volunteering and serving for activities and offering teacher / program support.

The scholarship funds will be placed on the student's financial account. All remaining tuition balances and incurred fees are the family's responsibility and must be paid in a timely manner to maintain a good standing.

## **Financial Aid**

Financial aid is available because of the generosity of our donors. All private pay families have the ability to request financial assistance. Decisions are need-based and all applications are submitted through Blackbaud, which determines applicant need. Once Eastbrook Academy receives the verified application and the need-analysis, a prayerful decision is made over each request. Financial aid awards are determined based on board-approved funds available, and rarely exceed 50% of base tuition.

The financial aid funds will be placed on the student's financial account. All remaining tuition balances and incurred fees are the family's responsibility and must be paid in a timely manner to maintain a good standing.

## **Private School Choice Program**

Eastbrook Academy participates in the Private School Choice Program. For those who reside in the city of Milwaukee (MPCP) and those who live in Wisconsin (outside of the city limits (WPCP)) may apply to the program through the Wisconsin Department of Public Instruction website. Program participants are required (post application through DPI and per DPI regulations) to provide to the Academy the following:

- proof of income eligibility determined by DPI
- proof of residency
- student birth certificate
- immunization records (all grades)
- parent/guardian current email address and primary phone number.

Upon receipt of the completed application and the above required documents, the Academy will provide, upon request, to the parent/guardian the following:

- the number of seats available at the grade level of the applicant
- the dates of the open application periods
- the date and location of the random drawing if more applications are submitted than seats available. Your presence is not required at this drawing.

The Academy will notify the applicant by email after the drawing (but no later than 60 days after the end of the application period during which an application is received) of their roster status in the choice program. Parents are required to respond to the email within 10 school days to confirm acceptance of the voucher. If a response is not received, your seat/status will be considered declined.

## **Academic Guidelines, Policies, Requirements and Supports**

To be considered a full time student at Eastbrook Academy, a student must be enrolled for a minimum of 8 on-site Eastbrook Academy core (Math, English, History, Science) classes per year with a minimum of 4 on-site core\* classes (0.67 FTE) per semester.

We do not weigh grades for our courses; whether they are AP, core curriculum, or electives. Therefore a 4.0 is the highest GPA attainable.

**Grading Scale (K4-5)**

E	90-100	Excellent	N	70-74	Needs Improvement
V	80-89	Very Good	U	0-69	Unsatisfactory
S	75-79	Satisfactory			

**Grading Scale (Grades 6-12)**

	%	GPA		%	GPA		%	GPA		%	GPA		%	GPA
A	92-100	4.000	B+	88-89	3.333	C	72-77	2.000	D+	68-69	1.333	F	0-59	0.000
A-	90-91	3.667	B	82-87	3.000	C-	70-71	1.667	D	62-67	1.000			
			B-	80-81	2.667	C+	78-79	2.333	D-	60-61	0.667			

**Homework**

The purpose of homework is to reinforce and improve academic skills while developing effective study habits. It is important that parents or guardians review their child’s homework assignments and encourage good study habits. The times listed below are a general guideline for parents or guardians to judge how much time an average student should take to complete nightly assignments. If your child takes an excessive amount of time to complete the daily homework or if they come home with no homework, please contact your child’s classroom teacher to discuss possible alternative strategies or reasons why they are not bringing home the work. See Academic Support below for more clarity.

**Grade and Average min/day**

K5 - 10 min	3- 30 min	6 - 60 min	50 minutes/day
1 - 15 min	4- 40 min	7 - 70 min	60 minutes/day
2 - 20 min	5 - 50 min	8- 80 min	70 minutes/day

**For students in MS/HS**, one important goal is to help them learn how to manage their time in order to complete homework and projects on schedule. Missing a homework assignment, will render an “M” (Missing) for that assignment. This will immediately generate an email home notifying the parent of the missing homework. The student will have three days to get the assignment turned in. However, each day will result in 10 additional percentage points taken off. Assignments not received will be assessed as a zero.

Our policy is that the student must complete the missing homework, although the student will not receive full credit for the work. Our hope is to encourage and teach our students to do their work as it is assigned.

### **Report Cards and Progress Reports**

Progress reports are available electronically in the student information system portal. Parents are encouraged to opt in to this notification. First semester report cards are available to view online and are also mailed home in January. Second semester report cards are available to view online and are also mailed home during the summer along with teacher comments and FORWARD Exam results (according to applicable grade level).

Students **(MS/HS)** who have not completed the necessary requirements for a class/subject may receive an “I” (incomplete) on their report cards. Students receiving an “I” must make arrangements with teachers and complete the missing work within the time period designated for each assignment. Assignments not received will be assessed in the gradebook as a zero.

Families requiring report cards because of early withdrawal or other extenuating circumstances can contact the Enrollment Office. A Withdrawal Form is required.

### **Final Exams (HS)**

Exams/Projects are administered at the end of each semester. Final exam/project grades are compiled into semester averages resulting in the following calculation: 40% per quarter and 20% per final exam. Students may exempt a semester exam based on a qualifying grade. Specific requirements can be found on the exemption form in the Student Services office.

The week of HS exams follows a different schedule, has different rules for attendance, and different procedures for lunch, arrival, and departure. Parents are required to know what these are and proceed accordingly. Details will be communicated to parents prior to Exam Week.

### **Standardized Testing and Screening Assessments**

Standardized tests and screening assessments are given throughout the year to document student growth. They may include:

- Grades K5-10; FastBridge
- Grades 3-8 and 10 will take the state-mandated Forward Exam.
- Grades 9-11 will take the state-mandated Pre-ACT and ACT
- Students taking an optional AP Exam will be assessed a fee unless a fee waiver has been applied for.

### **Drop/Add Policy (HS)**

High School students may only make changes to their schedules during the first 5 full class days of a semester. In order to drop or add a class, the student must complete an Add/Drop Form (certain signatures are required) and submit it to the Director of Student Services for final approval. You can

request the form from the Student Services Coordinator. Core/year-long courses cannot be dropped from or added to the students schedule in Semester II unless approved by the High School Principal and Director of Student Services.

**Promotion and Retention**

Eastbrook Academy utilizes report cards, teacher evaluations and other assessment tools to determine student progress and chart student performance. Students meeting expectations in all core subjects will be recommended for promotion to the next grade level. Any concerns regarding promotion and/ or retention, will be addressed by the Principal or the Executive Director during the second semester of the school year. A final decision will be communicated after the close of second semester grades.

**TO BE PROMOTED AT EASTBROOK ACADEMY (Grades K4-5):**

- An average grade of “N” (70%) or higher in all core subjects:
  - K4-3rd grade; Math and English/Language Arts
  - 4th-5th grade; Math, English/Language Arts, Science, and History
- Appropriate attendance as listed in our attendance policy.

**TO BE PROMOTED AT EASTBROOK ACADEMY (Grades 6-12):**

- Middle School; Minimum GPA of 2.0
- High School; Semester Minimum GPA of 2.0
- Appropriate attendance as listed in our Attendance Policy.

**Honor Roll (MS/HS)**

The Honor Roll recognizes those students who have worked hard and excelled in their academics.

High Honor Roll	3.67 Semester GPA
Honor Roll	3.33 Semester GPA

**Graduation Requirements (HS)**

The minimum coursework required to receive a high school diploma from Eastbrook Academy is 28 credits of academic coursework with additional service hours applied. Although most students will earn closer to 32 credits, students (starting with graduation year 2025) are required to successfully complete the following number of credits in each subject area:

English – 4 credits	Science – 3 credits	Rhetoric – 1.5credits	Financial Literacy - 1 credit
History – 3 credits	Physical Education/Health - 1.5/.5 credits	AcademicElectives - 3 credits Fine Art Electives - 2 credits	Professional Skills - .5

Math – 3 credits	World Languages – 2 credits	Philosophy & Christian Thought- 3 credits	Total Core Classes - 23 credits Total Credits - 28
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More details can be found in the course catalog.

Students graduating in 2022, 2023, and 2024, should refer to the graduation requirements posted in the 2020/2021 Student/Parent Handbook.

Upon completion of the program requirements, student academic performance is reviewed by the faculty in conjunction with the Head of High School. Students are recommended for graduation based on verification that all criteria for granting a high school diploma have been successfully completed. In addition, once a student has met graduation requirements, the student will be considered a graduate and no longer eligible for enrollment. Those who meet these course requirements early will be invited to participate in the upcoming spring commencement ceremony.

In order to be considered an Eastbrook Academy graduate, a student must maintain full-time status for each year of enrollment at the Academy, including the graduating year.

Seniors are required to pay a fee to cover the cost of the Commencement Ceremony (gowns, caps, diploma covers, refreshments, invitations, etc.) This fee is covered in the Student Activities Fee for grade 12.

### **Dual Credit and Classes Taken Outside of Our Offerings (HS)**

Eastbrook Academy’s rigorous program often results in students being prepared for additional challenges when in High School. Students may take Dual Credit classes and/or college classes while attending the Academy. Dual Credit courses will count for the normal .50 credit per semester as it is constructed for high school hours and pace. However, college level courses may be counted for 1.0 credit depending upon level and accreditation. Prior to enrolling in Dual Credit classes, all students must meet with the Principal and the College Guidance Counselor to discuss any plans. Acceptance of any college credit taken toward graduation is up to the discretion of the Academy Administration. Students may take Early College Credit.

### **Transcripts (HS)**

Written requests for official transcripts, when classes are in session, must be made to the Eastbrook Academy Guidance office at least ten (10) business days in advance of the requested pick-up date. Official transcripts requested when classes are NOT in session will be issued as soon as possible, but no later than ten (10) business days after a written request is submitted and received by the Guidance office.

Graduating seniors will receive 3 copies of their official transcript\* a few weeks after the commencement ceremony. If any additional copies of the transcript are required at any time, please

email the College Guidance Advisor. Please be aware that any additional transcripts will cost \$3.60 per transcript. Payment must be received before the transcripts will be processed. When you request a transcript to be sent via USPS, please share the name of the recipient and their address. If no name/address is provided the transcript will be prepared and left in the Eastbrook Academy main office for pick up during posted office hours..

\*Transcripts and report cards are withheld until any outstanding balances have been paid. (see Financial Responsibility Policy)

Transcripts issued by the Academy include only the courses taken while enrolled as an Eastbrook Academy High School student. Therefore, if documentation of a student's full high school career is needed for college admissions or employment purposes, transfer students are responsible for securing and reporting transcripts from any other secondary/post-secondary institution.

### **Letters of Recommendation**

Students requesting letters/forms of recommendation for other schools, college applications, or any other purpose, must present their requests in writing at least 10 school days prior to the due date. Students should provide the following items in writing to each reviewer:

- Mailing or email address, name of contact person, etc.
- What attributes the recommendation should specifically address
- A business-sized envelope with adequate postage

It is recommended that students send all letters of recommendation together in one envelope to a college or university. If the student has not applied online, letters should be sent with the application form.

### **Academic Support**

Eastbrook Academy strives to support students academically in a variety of ways. These may include one on one time with the teacher during the day, support from an interventionist or teacher's aide, and/or help from a high school student or adult volunteer.

At times, students may be in need of additional support that is not available at our school. , Eastbrook Academy strives to work closely with families and students who either need greater challenges or are having difficulties **academically** in meeting the Academy standards. In either case, the teacher will contact the parent to let them know of the concern and offer different strategies and/or potential solutions to the concern.

If added rigor or supplemental materials are needed to challenge the student, we will continue on that path until teacher/parent/administrator deem otherwise.

If intervention is required to help the student meet the academic standards, the teacher will offer the parent some suggestions that can either be used at home or in the classroom. If the

teacher-implemented interventions do not lead to improvement, a parent meeting will be required to come up with an individualized plan called an Academic Improvement Contract.

### **Academic Improvement Contract (AIC)**

The Academic Improvement Contract is a proactive approach to addressing the academic needs of individual students, be it strengths and/or weaknesses. The AIC serves as a catalyst for student success and is not a punitive reaction to failure. It is a formal plan that is developed in collaboration between the teacher, student, parent/guardian, and administration to improve performance.

Students receiving a 69% or lower, in any core subject will automatically trigger the start of an intervention process.

### **Academic Probation**

Academic probation is the final warning given to a student due to poor academic performance. Probation will require specific standards to be met in order to avoid taking credit recovery, repeating a course, or be dismissed from the school. The Academy staff will implement intervention tools and strategies before placing a student on probation.

Academic Probation is reserved for the following groups of students:

- **All new students** are placed on probation for a period of one school year. New student status will not affect participation in co-curricular activities.
- **Students** who have been placed on an AIC but remain at a 69% or below in any core subject at the end of the quarter grading period.

### **Probation Process**

In accordance with our mission to “support...the academic and spiritual development” of Eastbrook Academy students, probation occurs in order to raise the awareness of both parent/guardian and child when there is an urgent need for academic or behavioral improvement.

When a student is moved from AIC to Academic Probation, the following process will be followed to ensure open communication, expectations, and success for the student:

1. The Principal or Executive Director of Education will set up a meeting with the parent and student (age appropriate) and go over the steps the school has already taken and devise a new plan (with your involvement) to help the child succeed .
2. Every two weeks, the progress of the probation will be reviewed, and the parent will be notified as to the progress being made
3. If the plan is working, we will continue to monitor the situation to ensure success with the interventions put in place. If not, we will meet in person (once again) and try something else.
4. At the end of the probationary period, the Academy Administration will meet to review the data to determine the next steps.

Students who do not meet the terms of Academic or Behavioral Probation face possible loss of seat or retention for the following year at the Academy.

### **Co-Curricular Ineligibility (MS/HS)**

Opportunity and responsibility go hand in hand. It is important for students to recognize their responsibility to maintain high standards in academic studies as a prerequisite for co-curricular participation. **Any student who has been placed on academic probation will automatically be ineligible to participate in co-curricular activities.** This includes, but is not limited to, the following activities:

- Athletics
- Student Council
- Clubs
- Performing Arts

Academic Ineligibility is defined as the state in which a student is considered ineligible to participate in co-curricular activities because he/she has not met the terms of an AIC or is failing one or more core courses. This determination will be made by the Academy Administration. Academic Ineligibility at the beginning of the school year will be based on the student's performance from the previous school year.

Should a student be considered academically ineligible, he/she will be informed by the Head of School. Coaches/directors will also be informed of all ineligible students.

Questions regarding participation may also occur if a student becomes involved in academic dishonesty, violates the disciplinary code, or is excessively absent from school.

### **CONDUCT AND DISCIPLINE GUIDELINES, POLICIES, REQUIREMENTS, and SUPPORTS**

Each child is created individually and uniquely by God. Every student that attends Eastbrook Academy is guided through the daily challenges of life at the Academy by gifted, godly teachers and administrators in partnership with parents or guardians.

The Academy requires students to be respectful, responsible, safe, and engaged in the classroom. This is outlined in the "Warrior Way" expectations which are shared with students and parents by staff at the start of the year and reviewed regularly during the school year.

#### **Behavioral Violations - Minor (Also referred to as Teacher Managed Violations)**

Defiance/Disobedience - Brief or low-intensity non-response to staff requests. (e.g. defiance that is demonstrated, but inconspicuous to other students)

Disrespect - Failure to treat others as Imago Dei (made in the image of God)

Disruption - Causing an interruption in class or activity. (e.g. Child is playing with ruler at desk, continuously talking, etc.)

Dress Code Violation - Wearing clothing that is near, but not within, the dress code guidelines defined by the school.

Inappropriate Language - Using God's name in vain, derogatory names or insults to others, or profanity/foul language (including non-verbal gestures).

Inappropriate Physical Contact - Engaging in prolonged or repetitive physical contact (e.g. hugging, kissing, holding hands, leaning on one another, and etc.), aggressive pushing or shoving (e.g. horseplay, play fighting), or non-aggressive, but inappropriate contact that may lead to injury.

Misuse of Property - Student defaces school/personal property (e.g. putting non-removable items on desks/lockers) or uses school/personal property improperly regardless of damage

Off-task - Avoiding engagement in classroom task (e.g. inappropriate verbal/non-verbal communication), leisure reading during assigned work time, or working on unrelated classwork (e.g. homework for another subject)

Tardy - Arriving to school after 8:20 AM; arriving after the start of assembly; arriving to assigned classroom after the tardy bell rings

Technology Misuse/Violation - Using smartphones/electronic devices during school hours, including during study halls. (The only exception to this rule is HS students are allowed to use smartphones/electronic devices in a classroom for educational purposes with teacher permission); using Chromebook for anything other than academic purposes (playing music while studying is allowable only with teacher supervision and permission).

Theft - Taking possession, passing along to others, or removing/misplacing someone else's property (Teacher managed level assumes students can easily and immediately take responsibility to return or replace items).

### **Behavioral Interventions for Minor Violations**

Teacher managed behavior consequences will vary depending on the teacher. However, some consequences might be to make amends (seek forgiveness), to practice the behavior the correct way (teacher discipline), to ask for parent input (reason together), and others. Please contact your child's teacher first regarding teacher-managed behavior issues.

- Repeat/re-teach expectations at teacher's discretion.
- When the frequency requires a call home to work with parents (not a "consequence"), teachers record in SIS under parent/teacher conference.

- If the behavior continues, the second parent contact (also recorded in SIS parent/teacher conference) would be a “warning” that if the behavior continues there will be an office referral.
- If the minor behavior continues after the second parent contact, then the issue becomes an Administrative Managed Behavior

**Behavioral Violations - Major (may be subject to immediate expulsion)  
(Also referred to as Administrative Managed Violations)**

AODA (Alcohol or Other Drug Abuse) Violation - Possessing, distributing, or being under the influence of any controlled substance or item that is presented as a controlled substance.

Arson - Planning and/or participating in malicious burning of property

Bomb Threat/False Report of Threat - Delivering an intentionally false message of possible threat of harm to others on campus, near campus, or another Academy sponsored event. Also, include deliberately pulling the fire alarm for inappropriate reasons (non-emergency). Actions intended to cause a major disruption of learning.

Bullying/Harassment - Sustained verbal, non-verbal, written or physical aggression or unwanted attention to manipulate, control or exert power over another student, inappropriate/unwanted sexual talk or touch that creates a hostile learning environment, or inappropriate/unwanted statements regarding another person’s racial, ethnic, socio-economic status that creates a hostile learning environment.

Cheating/Plagiarism - Sharing or using another person’s work without proper documentation or unauthorized use of EBA exams or materials to gain an unfair advantage or misrepresent actual learning.

Closed Campus Violation - Leaving campus during the school day without parental authorization; opening an exterior door to let someone into the building

Defiance/Disobedience - This can start off as “minor,” but can progress to major with repetition. Overtly refusing to follow directions including talking back to the staff member (e.g. Student blatantly says “no” or “I don’t have to listen to you” to redirection). Behavior that clearly communicates undermining adult authority.

Disrespect - This can start off as “minor,” but can progress to major with repetition. Not treating others as Imago Dei (made in the image of God) by behavior clearly intended to humiliate/ridicule others. Includes inappropriate language. This can be considered bullying or harassment if behavior is sustained and meets the criteria for that behavior.

Disruption (Major) - This can start off as “minor,” but can progress to major with repetition. Behavior causing a complete disruption of learning in one or more classrooms. (e.g. loud talk, yelling, screaming, noise with materials; horseplay, false alarms/threats, sustained out of seat behavior)

Fighting - Engaging in serious aggression involving physical contact where injury may occur (e.g. punches or physical strikes are thrown)

Forgery - Using another person's name without permission to deceive others.

Inappropriate Display of Affection - This can start off as “minor,” but can progress to major with repetition. Any inappropriate consensual physical contact of a sexual nature on EBA campus (includes, but is not limited to prolonged physical contact such as hugging, kissing, holding hands, leaning on one another, or touching private areas)

Insubordination - Student continues to demonstrate behaviors handled by the teacher (teacher managed behaviors) that have been taught, re-taught and referred to parents previously.

Property Damage/Vandalism - Participation in actions resulting in destruction or significant defacing of school or personal property.

Technology Violation - Inappropriate (anything sexual in nature, cyberbullying, contains violence or foul language) use of school or personal technology on EBA campus.

Theft (major) - This can start off as “minor,” but can progress to major with repetition. Taking possession, passing along to others, or removing/misplacing someone else's property such that it is unlikely to be returned or replaced, or when it is an item of high value.

Truancy/Skipping Class - Any unexcused absence including repeated tardiness

Weapons/Safety Violation - Possession or distribution weapons such as knives or guns (real or look alike) to threaten others with bodily harm (with violence, gun threat, etc.)

### **Behavioral Interventions for Major Violations**

- Administrative managed behavior consequences will reflect the level of the infraction. Some consequences might be counseling by the Principal, restorations and reparations, loss of privileges, detentions, suspension or other measures necessary to remedy the situation. This can include loss of seat for behavior which is: 1) Repeated, 2) Endangering the health and safety of others OR 3) Compromising of Eastbrook Academy Christian witness.

### **Behavior Intervention**

Like the academic intervention process, the behavior intervention process is much the same, though focused on being a catalyst for improving behavior so your child finds success at the Academy. The “Warrior Way” describes behavior expectations for all students and is reviewed with all students regularly. If interventions are not successful, a Behavior Improvement Contract will be implemented in the same way as the AIC.

### **Behavior Improvement Contract (BIC)**

The Behavior Improvement Contract is similar to the AIC, with a focus on improving behavior. This is to facilitate a good learning environment for all students.

Students who do not meet the terms of Academic or Behavioral Probation may be dismissed from the Academy, or may not be allowed to re-enroll for the following year at the Academy.

### **Disciplinary Measures for Plagiarism**

Students who cheat or plagiarize on a test, paper, project, or exam will not receive credit for the assignment and will be issued disciplinary action. This will be noted in the student's permanent academic record.

Based on the recommendation of Academy administration, a student found to be in violation of the academic honesty policy will be subject to the terms of academic and co-curricular probation. (See the section on "Probation Process" for terms and conditions of probation.) The student will be further subject to the consequences defined in the Discipline Process.

Repeated violation of the academic dishonesty policy may be grounds for suspension or expulsion.

**(See "Probation Process")**

### **Expulsion**

Expulsion is the legal termination of a student's privilege to attend school. Eastbrook Academy uses WI state laws to guide our decision making on when it is appropriate to expel a student. Key points:

- Only the Eastbrook Board Chair has the right to expel a student.
- Expulsion is due to inappropriate or illegal behavior, or behavior that continues to go against the Academy's stated discipline guidelines.
- Official transcripts will be released only after all outstanding financial obligations have been met and all school property has been returned.
- Any student expelled may not be on Eastbrook Academy property during school hours or be present at Academy functions. Expulsion is the final step of discipline at the Academy. Therefore, a student who is expelled will not be permitted to return or apply for readmission.
- Only at the discretion of the school board may a student who has been expelled be permitted to reapply or re-enroll at The Academy; and if required steps have been complied with and corrective steps have been taken in accordance with the board and/or Executive Director.

### **Dismissal**

Dismissal is the act of asking a student to leave school. The following are reasons a student may be asked to leave:

- Poor academic performance
- Violating the stated attendance policy
- Unmet financial obligations

### **Due Process required of the Board of Directors**

Students who are expelled may appeal. Appeals are handled by the Eastbrook Academy School Board Chair and/or Vice Chair. Appeals must be in writing, must be received within five (5) days of the decision, and must state the basis for appeal.

The board chair and/or vice chair may gather information and speak with individuals as he/she deems appropriate and may consult with board members and/or the board as a whole before reaching a decision. The board chair and/or vice chair's decision is final.

### **Bullying and Harassment Policy**

Eastbrook Academy strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The Academy consistently and vigorously addresses bullying so there is no disruption to the learning environment or process. **Breach of this policy is grounds for dismissal.**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. Harassment is bullying motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Not all behaviors that hurt another person's feelings, are a manifestation of an interpersonal conflict, or are in some way unkind, amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and discipline within the school environment.

Bullying behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, taunting or name-calling, racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or internet.)

Bullying is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased or used by the Academy. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe, or become aware of, acts of bullying are required to report these acts to the Principal or the Executive Director of Education.

Any other person, including a student, who is either a victim of bullying or is aware of the bullying, is encouraged to report the conduct to an adult.

Reports of bullying may be made verbally or in writing and may be made confidentially to the Principal or the Executive Director of Education. Also, reports can be made confidentially by logging into ParentsWeb. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to immediate disciplinary action.

### **Procedure for Investigating Reports of Bullying**

The person assigned to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The Academy shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

The following Academy employees have been identified as investigators.

- Executive Director of Education - Kellie Kok
- Middle / High School Principal - John Larry
- Lower School Principal - Cheri Meyer

### **Sanctions and Supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the Academy administration and school board may take disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. The Academy administration will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The bullying policy will be distributed annually to all students enrolled in the Academy, their parents and/or guardians, and employees. The Academy will also provide a copy of the policy to any person who requests it.

## **WITHDRAWAL (OR NON RE-ENROLLMENT)**

Any student who withdraws from Eastbrook Academy either mid-term or at the completion of a school year will be required to have on file a withdrawal form. The form will be initiated by the school after parents have indicated to the school that the student will be withdrawing (or not returning).

The form must indicate the following:

- Last day of attendance and official withdrawal datedisc
- Reason for withdrawal
- School to which the student will be transferring to
- Tuition/fees are paid in full
- Fine Arts equipment has been returned
- Class books have been returned
- Library books have been returned
- Lunch account is paid in full
- Locker has been cleaned out
- Sports Uniforms have been returned

All items must be completed to finalize the student's withdrawal. School compliance with student related requests for records is contingent upon completion of the form.

## **GRIEVANCE GUIDELINES**

Eastbrook Academy believes that the Bible commands every effort be taken to live at peace and to resolve disputes with each other in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, any claim or dispute arising out of, or related to, the classroom arrangement, or any relationship at the Academy must be settled through Bible-based mediation.

**Step one:** Discuss the situation with your child's teacher or the staff member with whom you have the issue.

**Step two:** If resolution cannot be reached, the situation should be presented to the school level principal as is appropriate.

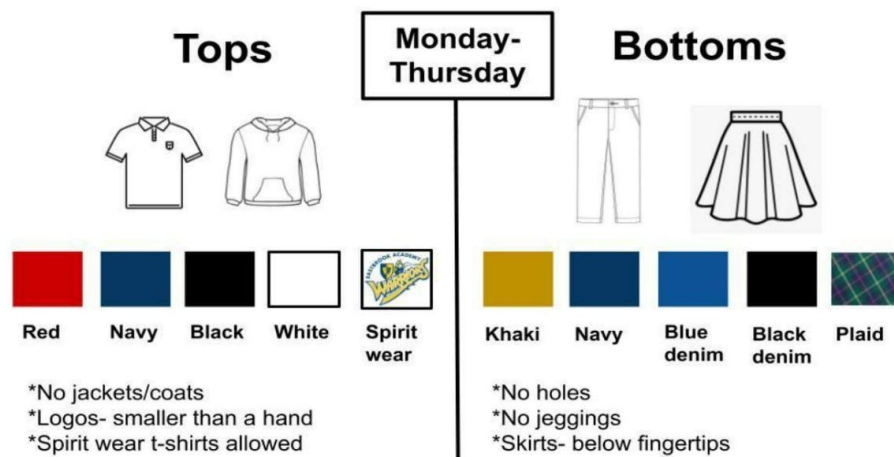
Step three: If resolution cannot be reached, the situation should be presented to the Executive Director of Education.

**Step four:** If resolution of the dispute and reconciliation do not result from such efforts, the matter should then be submitted in writing to the Academy Board of Directors using the [Board Review Form](#).

## DRESS CODE

The Academy dress code is both a “uniform” and a set of guidelines used to inform your decisions when choosing what to wear based on what is required attire. We use these guidelines to reflect the high academic and behavioral standards expected of our students. A student who is not dressed according to the standard may be required to call home to get appropriate attire (before returning to class)

### Eastbrook Academy Dress Code Guidelines (Updated 7/22)



Shirts	Students may wear polo collared shirts, t-shirts, long-sleeved collared shirts, or long-sleeved crew shirts, in <b>PLAIN</b> red, white, navy, or black. <b>*All logos must be smaller than a hand, with the exception of the Eastbrook Academy Brand.*</b>
Sweatshirts	Students may wear a <b>PLAIN</b> red, <b>PLAIN</b> white, <b>PLAIN</b> navy, or a <b>PLAIN</b> black sweatshirt, hoodie, zip-up, or sweater. Additionally, students may wear an official <b>EBA</b> sweatshirt, zip-up, or sweater.
Bottoms	Students may wear <b>WELL-FITTING</b> navy or khaki pants, or blue or black denim jeans with no holes. <b>*No jeggings*</b>
Skirts/Jumpers	Students may wear navy, khaki, plaid, and blue or black denim skirts or jumpers. <b>*Below the fingertips*</b>
Shoes	Students may wear tennis shoes, dress shoes, or sandals ( <b>with a strap</b> ). Shoes must have a back. <b>*No Crocs, flip flops, or slides.*</b>
Leggings	Students may wear any color leggings underneath the uniform skirts/jumpers.

### **General Guidelines (LS/MS/HS)**

- All clothing and shoes must be clean, fit well, and be in good repair.
- No tight fitting or revealing clothes. Leggings and other types of tight pants are NOT permitted unless worn under a skirt, sweater, or tunic top that is minimally 2 inches above the knee.
- Jeans must not have rips above the knees.
- Shorts must be fingertip length or longer and skirts must reach to 2 inches above the knee.
- Brand logos on clothing must be smaller than your hand, other than the EBA logo.
- Shoes must be secured to the foot. No flip-flops or loose fitting shoes.
- No hats, hoods, scarves, or any other items are allowed on heads inside the building.
- No jackets or coats in the classroom.
- Students with tattoos must keep them covered at all times.
- Spirit wear can be worn on any day
- Shirts must be plain white, red, navy, or black; Oxford shirts and blouses must be white; pants, shorts, skirts and jumpers must be khaki, navy, blue denim, black denim, or green/blue plaid.
- Pants must be worn at the waist. Absolutely no sagging tolerated.

### **Dress Down Day (DDD)**

Dress Down Days (DDD) do not require students to follow the regular dress code. However, Academy standards of modesty are enforced every day. Any writing on clothing must reflect the values of the school.

If a student wears attire found to be inappropriate, the student must change into something acceptable and will lose the next DDD.

### **Extra Clothing (K4 and K5)**

On the school supply list, a change of clothing for K4 students (2 sets) and K5 students (1 set) is requested. These sets of clothing do not need to be uniform, must include undergarments, and must be replenished if used.

### **Lost & Found**

Clothing, personal items, textbooks, and backpacks lost during the day are placed in the Lost and Found with the exception of valuables such as money, jewelry, and eyeglasses, which are kept in the Academy office. It is the responsibility of the student to look for misplaced items.

Items in the Lost and Found will be periodically donated to charity.

## **ATTENDANCE GUIDELINES, POLICIES, REQUIREMENTS, and SUPPORTS**

Consistent, on-time attendance is the minimum standard for success in employment. It is a mutual, common courtesy and responsibility in relationships. It is also part of the safe, stable school environment that Eastbrook Academy seeks to provide for all its students. In addition, the rigorous pace at the Academy makes it difficult for students to catch up if they fall behind. For all of these reasons, the Academy adheres to the policy below for all students.

### **TARDY**

#### **Beginning of the Day Tardy**

Parents and guardians are encouraged to consider 8:00am as the start of school so that their children understand the importance of being on time a healthy habit. Students will be admitted into the building (at 8:00am for Middle School and High School) to go to their lockers. The start of the school day is marked by the ringing of the bell at 8:20am for the start of homeroom. Anyone arriving after 8:20am, will be considered tardy and must check with the office for an “Admit to Class” pass before proceeding to class. Late students are responsible to get any notes, assignments, or turn in any work missed.

Students will be marked tardy if they arrive at class between 8:21 am and 8:35 am. After 8:35 am, they will be marked Unexcused Absence or Parent Excused Absence (depending on the parent report to the school secretary). **Bringing your child to school on time is the responsibility of the parent/guardian.**

<p><b>Students are allowed 12 Excused-Tardy to School every school year.</b> Excused-Tardy to School includes, but is not limited to traffic, weather, appointments, etc.</p>
<p><b>Students are allowed 12 Unexcused-Tardy to School every school year.</b> Unexcused-Tardy to School include, but is not limited to waking up late, running behind, etc. When a student exceeds the allowed 12 unexcused tardies per school year, <b>any new unexcused tardies will be counted as unexcused absences.</b></p>

**Parents whose students exceed the allowable tardies** will be contacted by a school official in writing regarding the student’s truancy to set up an Attendance Improvement Contract and any future Beginning of the Day Tardies will be automatically marked as one of the ten allowable Parent Excused Absences (please see “Parent Excused Absence”). However, if the total Beginning of the Day Tardies exceeds ten days any time during the school year, additional Beginning of the Day Tardies will automatically be marked toward the ten allowable Parent Excused Absences. After the ten days of Parent Excused Absence are used, a conference will be held with families to develop an Attendance Probation Contract. Any further absences (excluding School Excused) will be labeled as an Unexcused

Absence (truancy). If a student is truant for more than 5 days in a semester, this is considered habitual truancy and will result in dismissal from the school.

Medical appointments are not counted as tardy when accompanied by a note from the doctor.

### **Tardy Between Classes**

Late students are expected to enter class quietly and find their seats quickly so as not to disturb other students. Each quarter, the first two Tardy to Class, other than homeroom, will be issued without penalty; all subsequent tardies will result in Friday after school detention. Tardies are cumulative within each quarter.

### **ABSENCE**

While absences are sometimes unavoidable, please keep the following guidelines in mind when considering keeping your child home from school:

- Make-up work for MS/HS accumulated during an excused absence will be listed in Blackbaud as "I" or "M" for incomplete or missing. If the work is not turned in within the make-up period, the "I" or "M" will be calculated as a zero, affecting the student's final grade.
- Students who are truant may not make up for missed work.
- Full and half-day absences are recorded on student transcripts and attendance reports.

### **School Excused Absence**

**Daily absences due to issues such as personal illness, family emergency requiring the presence of the student, funerals, religious holidays, legal or medical obligations will be considered School Excused.**

This policy exists to ensure students do not miss critical instruction and distractions to instruction are minimalized. Our students' academic success is one of our highest priorities.

- In the event of an absence, a parent or guardian must contact the Academy office by 8:30 am each day of the absence. **Absences cannot be excused by the teacher.** The office must be contacted for a School Excused or Parent Excused Absence. Any absences not communicated with the office will be considered unexcused.
- **Students who have a fever, diarrhea or vomiting should not attend school until their symptoms subside without the use of medication for a 24 hour period.**
- Students who miss school will not be permitted to practice or participate in any co-curricular events scheduled for that day.
- Students have one day for every day of excused absence to make up work. Tests and exams must be rescheduled with each individual teacher. In cases of extreme illnesses or medical complications, other arrangements will be made.
- It is the responsibility of the student/parent/guardian to ask each teacher about work the student has missed.
- The Attendance Coordinator may request a doctor's note in order to School Excuse the absence if the student is sick for more than 5 days in any semester.

- If the student has a medical or dental appointment, a partial day absence can be School Excused if a note is brought from the medical office where the appointment took place.

**Parent Excused Absence**

**Any absence which is not School Excused may be Parent Excused (per state law) for up to ten separate school days during the school calendar year.** Both full or partial day absences count toward the ten day total.

When five days of Parent Excused absences have been used, a letter will be sent to parents. After the ten days of Parent Excused absences are used, a conference will be held with families to develop a Probation Contract. **Any further absences (excluding school excused) will be labeled as an Unexcused Absence (truancy).**

Families are strongly discouraged from scheduling vacation during the school year. Any unexcused absence would receive notification. After the 4th unexcused absence a meeting would be set up with administration. Only notifications of absence sent to the main office will be considered official.

**Unexcused Absences (Truancy)**

If a student is truant for part or all of more than 5 days in a semester, this is considered habitual truancy and will result in a loss of seat. Prior to truancy status parents will have been informed of the attendance record.

<b>Students are allowed 10 School Excused-Absences every school year.</b>
<b>Students are allowed 10 Parent Excused-Absences every school year.</b>
<b>Students are allowed 10 Unexcused-Absences every school year.</b>

**PICK-UP/DROP-OFF and LEAVING CAMPUS GUIDELINES, POLICIES, REQUIREMENTS**

- Eastbrook Academy is not open and does not provide supervision for students before 8 am. Please do not drop off children at the Eastbrook Campus (including Holy Grounds) before 8 am. The only exceptions are students who participate in paid before/after care (YMCA), or students who have a written pass from a teacher, supervising staff member, or coach.
- The south entrance to the west parking lot is open from 8-8:15 am and from 3:10-3:50 pm each school day. Both drop-off and pick-up takes place in the back of the school building. Enter from Green Bay Avenue at the south gate and proceed to the rear of the building..
- Parents or guardians must remain in their vehicles and move through the line quickly and cautiously. Parents should park in the west parking lot if they need to leave their vehicles for any reason.

- If you arrive after the gate has closed in the morning, drop your child off at the front entrance to get a tardy pass.
- All students entering the building from the front main door prior to the start of school, will not be allowed to proceed to class until 8:21 am and will therefore, be automatically marked tardy.
- Students tardy to school will wait in the school library until after homeroom/assembly.
- If you arrive after 3:50pm , your student will be escorted to the main office. Parents will be required to pick up (or make arrangements for) their child by 4:00 pm. Starting at 4 pm, a supervision fee of \$1/minute/student will be charged to the family. If this happens more than once in any quarter, parents will be required to attend a meeting with the Principal or Executive Director of Education to develop an approved list of contacts for the school to call in order for them to pick up the child from school; or designated families at the Academy who are allowed to take the student home. If a child is not picked up by 4pm the Milwaukee Police may be called to pick up the child for their own safety. At no time will a child be left without supervision.
- In the case of inclement weather (rain, or wind chill below 10 degrees), students will wait inside to be dismissed from the building. All other procedures remain the same.
- Please be mindful of buses picking up and dropping off students.
- Parents or guardians who need to come to the Academy office should park in the front of the building (making sure to avoid the NO PARKING areas) and check in with the main office.

### Leaving Campus

Eastbrook Academy is a closed campus. Parents or guardians who wish to take their child off campus must send a note to their child's teacher and to the Academy Office that includes the following information:

- Student name
- Date and time student will be leaving campus
- Reason for leaving
- Parent/guardian signature
- Parent/guardian phone number

All students must be signed out of the office before leaving campus. The following rules apply:

- All students should remain in class unless released by proper school procedure at which time students must exit the building by 4 pm **(HS)** or be in a school sanctioned and supervised activity **(MS/HS)**.
- Students must remain on campus during passing periods; automobiles are not to be used as lockers.
- Administration will determine who can go to Holy Grounds Coffeehouse **(HS)** for lunch at their parent's discretion.
- **Middle School students** must eat lunch in the Academy cafeteria with their classmates.
- The Academy is not responsible for students who leave campus without permission.

## **SCHOOL PROPERTY**

Eastbrook Academy is blessed with beautiful campus facilities. Students are expected to be good stewards of the Academy premises with the understanding that it is a shared facility with Eastbrook Church and its many ministries. This means they are expected to leave any place they occupy in the condition in which they found it or better.

### **Fine Art/Science Supplies**

In some situations, a student may be given art or science supplies to use for projects. If there is an expectation that the items be returned, an agreement will be made with the instructor. That agreement may or may not require a fee to be paid if not returned.

### **Textbooks**

Eastbrook Academy issues all basic classroom textbooks to students for use during the school year. These textbooks remain the property of the Academy and are on loan to the student. Students may be required to cover their books to help protect and preserve them. Please cover books in such a way that tape or adhesives do not damage the inside of the book, the edges, or the binding.

Textbooks are numbered to record the book given to each student at the beginning of the year. The condition of the textbook will be recorded at the time it is issued and examined again at the end of the school year.

Students who cause undue wear and tear or other damage will be issued a fine to compensate for the damage to the book. If a book is unusable or lost, the student will be charged the replacement cost of the book.

### **Lockers (MS/HS)**

Lockers are an extension of the classroom and must be treated with respect and care. Students are responsible for maintaining their lockers. Lockers are not meant to be closets and need to be kept clean and orderly, in conjunction with the following guidelines:

- Students may only use the locker that is assigned to them.
- Students caught in another student's locker without permission will be reprimanded and consequences may be applied.
- Students whose lockers are defaced, damaged or broken as a result of misuse will be charged for the repair or replacement of the locker.
- Items should not be visible or hanging out when the door is closed.
- No food or food containers are to be stored in lockers overnight.
- No open food or beverage containers are allowed in lockers.
- No weapons of any kind are allowed on the Academy campus.
- All prescription medications are to be kept for distribution in the Health office, in accordance with state regulations. Exceptions must be approved with the school nurse via Prescription Medicine Form.

- Appropriate pictures are allowed on the inside of the lockers only and must be attached to the locker with magnets or removable foam tape. Other forms of tape are not permitted.
- Graffiti of any kind is strictly prohibited.
- The Academy reserves the right to enter/open any student's locker at any time. Students and/or parents/guardians will be provided an explanation for locker searches.
- The Academy faculty and staff have the authority to determine what is appropriate or inappropriate.
- Personal items may not be affixed to the outside of the locker. Only school sanctioned/initiated events, activities, and announcements may be posted on the outside of the locker and must be promptly removed when the activity has passed. Any birthday celebration items must be approved by the Administration.

### **Chromebooks and Technology**

Eastbrook Academy provides every student with a Chromebook. The Chromebook is an educational tool and may be used to access educational websites, homework assignments, write and submit essays, complete math assignments, etc. They are not intended for gaming, social networking, or high end computing. Depending on the grade level of the student, they may be required to bring devices home in order to complete assignments. Chromebooks are the property of Eastbrook Academy and come with financial obligations if lost or damaged.

Eastbrook Academy supports the usage of computer technology to enhance the educational process of all students. It also recognizes that with this educational opportunity comes personal responsibility. Email accounts and files are not private and may be monitored by the Academy. Electronic messages must not contain profanity, obscene comments, sexually explicit material or expressions of bigotry, racism or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone, Social Security numbers and Credit Card numbers. Use of the internet is a privilege, not a right. Inappropriate use will result in cancelation of that privilege and possible school discipline in accordance with our code of conduct.

**Chromebook usage is monitored by the teacher and the Academy via Securly and Hapara, which includes a log of all sites visited. Parents express agreement to this monitoring by the use of the device.**

### **Chromebook Care**

General Precautions/Advice:

- No food or drink next to your Chromebook while in use
- Cords, cables and removable storage device should be inserted carefully into the Chromebook
- Don't move your Chromebook with the power cord plugged in
- Don't carry the Chromebook while the screen is open
- Don't cover any vents
- Leave the ID tags of the Chromebook intact

- Don't leave Chromebooks in a car or expose them to extreme temperatures for extended periods of time
- Don't leave your Chromebook unattended
- Students are responsible for bringing a fully charged Chromebook to school each day
- Don't move a Chromebook by lifting it by the screen. Always support a Chromebook from its bottom with the lid closed.
- Keep the Chromebook in its case, especially when traveling.
- Only use an Eastbrook Academy Google account

#### Screen Protection:

- Do not lean or put pressure on the top of the Chromebook when it is closed. Excessive pressure on the screen causes damage.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface
- Do not place anything on the keyboard before closing the lid (e.g., papers, pens, pencils, earbuds)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### Chromebook Use

Students may lose the privilege of having a Chromebook if students do not follow the Chromebook guidelines

- At School
  - Chromebooks are intended for use at school each day.
  - Students must be responsible for bringing their Chromebook to class, unless specifically advised by their teacher not to do so.
- Chromebooks left at home
  - If a student leaves the Chromebook at home, the student may or may not have the opportunity to use a replacement Chromebook while at school.
- At co-curricular Events
  - Students are responsible for securely storing their Chromebooks during co-curricular events
- In Unsupervised/Unsecured Areas
  - Under no circumstances should a Chromebook be stored in unsupervised areas.
  - Unsupervised Chromebooks will be confiscated by staff and taken to the school office.

#### Lost/Stolen/Damaged Chromebooks

The student and/or parent/guardian must immediately report a lost, stolen, or damaged Chromebook to their teacher.

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Technology Office.
- Students using loaner Chromebooks will be responsible for any damages incurred to it.
- Loaner Chromebooks are for use at school only and may not be taken home.

Replacement/Repair costs:

- Charger = up to \$25
- Case = up to \$30
- Chromebook = up to \$350
- Screen/Keyboard/Other Parts = Cost of materials and labor

**Backgrounds, Passwords, and Audio Expectations**

- Images of guns or weapons for non-academic purposes, images sexual in nature, inappropriate language or materials (alcohol or drugs), and/or gang-related symbols or pictures found on the chromebook will result in disciplinary action. The Academy reserves the right to determine the appropriateness of images not listed here.
- Do not share your password.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

**Returning Chromebooks**

- Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation.
- Any student who graduates or withdraws from, or does not re-enroll at Eastbrook Academy, will be required to return their Chromebook and accessories. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full.

**Printers, Cameras, and Other (Non-Chromebook) Technology Based Items**

Any student allowed the use of any school equipment is obligated to its care. Any misuse will result in the termination of the privilege and will result in a fine to take care of its repair or replacement.

**PERSONAL ELECTRONIC DEVICES**

**Cell Phones and Other Electronic Devices**

Students are not permitted to use cell phones or access non-time functions on a smart watch during school hours. If parents or guardians desire to send a cell phone with their child for communication at times other than during the school day, please use the following guidelines:

- Cell phones must be turned off (do not disturb), out-of-sight, or stored away in the locker or backpack from 8-4pm. Failure to do so will result in the following:

- First offense: Device will be confiscated by teacher and can be picked up by student at end of day. This constitutes a verbal warning and documentation will be noted in Blackbaud.
  - Second offense: Device will be confiscated by teacher, given to Principal as is appropriate and can to be picked up by student at end of day. Documentation will be noted in Blackbaud and notification will be sent home.
  - Third offense: Device will be confiscated by teacher, given to school office and can be picked up by parent/guardian. Documentation will be noted in Blackbaud , notification will be sent home, and a referral will be sent to Principal or Executive Director of Education as is appropriate.
- HS students may use cell phones at lunch, and in classrooms with teacher permission for academic purposes.
  - Please do not call or text your child during school hours. You can call the office at 414-228-7905 if you need to get a message to your child.

The Academy reserves the right to confiscate a cell phone or smart watch at its discretion.

The Academy is not responsible for lost, stolen, or damaged devices. Please talk with your child about how best to care for devices and keep them secure.

FAQ's:

- May I use a phone or smart watch in homeroom, during FLEX (study hall), or during passing periods? **NO**
- May I use a phone or smart watch in a lunchroom or designated classroom during the lunch period? **HS, YES. LS/MS, NO.**
- If my phone vibrates or rings during class, will it be confiscated? **YES**
- May I use a phone or smart watch in the bathroom? **NO**
- May I charge a phone or smart watch during school hours? **NO**

#### **SAFETY AND SECURITY**

The security and safety of all students is a high priority at Eastbrook Academy. For that reason, parents or guardians must:

- Complete an Emergency Contact Form, which includes: medication disbursement and authorization, allergy alerts, and contact information for each child.
- Inform the Academy office immediately of any phone numbers or email changes.
- Designate someone who can be contacted to be responsible for your child if you are unavailable and who can be here to pick up a student within 20 min.

### **Emergency Evacuation**

If an emergency is declared during the school day, all students will be evacuated to Meaux Park, south of the Academy, across the creek, to await instructions from the Emergency Response Team/Designated Emergency Staff (ERT/DES). Students will not be permitted to leave that location or use personal cell phones until permission is given by either the Emergency Response Team or an Executive Director. An Emergency Action Plan is posted in every room throughout the building.

Reunification will follow proper emergency contact identification protocols.

### **Disaster Drills**

Eastbrook Academy will routinely evaluate and review its plans for natural disasters. Fire and tornado drills are held periodically during the school year. Instructions for these drills will be given to the students by the teacher at the beginning of each school year and will also be posted in written form in each classroom. At the time of each drill, students are expected to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and act accordingly.

If such a drill will cause anxiety for your student, please contact the Health Office. The Academy will alert the student ahead of time.

### **Alternate Rides Home**

If someone other than the regularly scheduled driver must pick up your child from school, please send a written notice to your child's teacher or call the Academy office before 3:00pm. In the body of the written notice, please include the name of the substitute driver. Any non-custodial parent/guardian must be listed in the approved Pick-Up Contact list in the student database.

### **Student Drivers (HS)**

Driving and parking on school property is a privilege. All students who drive to school must know and observe the following regulations:

- Student drivers are required to park in the parking lot at the front of the school building avoiding stalls marked Sunday Visitor.
- Students will not be permitted to go to the parking lot during classroom sessions.
- Students are not to drive from school grounds during the school day without parent permission that has been verified in the main office. Please refer to the section explaining sign-in and sign-out procedures.
- No speeding or any other form of reckless driving on school grounds.
- The school is not responsible for the theft, damage or loss of vehicles or their contents. Students should make every effort to hide from view any valuables left inside their vehicles.

### **Adult Volunteers**

All volunteers need to fill out a Volunteer Application and must have a background check. The Volunteer Application is located on the EBA website, under “Employment and Volunteer Opportunities”.

### **Visitors**

Eastbrook Academy is a closed campus; therefore, all visitors (including parents or guardians) requesting access to Eastbrook Academy buildings must enter and sign in to the Academy office and will be expected to wear a pass/name tag while on campus. If a person is found on campus or attempting to enter the building without a pass/name tag, they will be directed immediately to the main office.

**Parents or guardians** wishing to visit a class must contact the teacher to make arrangements at least 24 hours in advance. The teacher will then inform the Academy office. Parents are required to sign in upon entry into the building.

**Student visitors are discouraged in order to avoid disrupting class.** Interested parties in visiting the school for potential enrollment should work through the Admissions Director to arrange a tour or a “shadow day”.

### **Dances and Social Events**

Occasionally, Eastbrook Academy **High School** hosts dances and other social events for students. All attendees of such sponsored social events should be students currently enrolled in High School or alumni of the Academy. Students visiting from other High Schools must:

- Come as a guest of a current Academy student and,
- Must present a valid and/or current High School ID to be admitted to the event.

The Academy administration, faculty, and staff reserve the right to restrict attendance to dances and social events for any guest that does not meet these standards.

### **SCHOOL COMMUNICATION**

In order to maintain consistency, all Eastbrook Academy communications (flyers, posters, social media, etc.), must come through the Eastbrook Academy Communications Office. If parents or students want to communicate to EBA families regarding community events, fundraisers, or other important announcements, those messages should be sent directly to the Communications office. The office will approve the communications and the venues for those messages.

In line with Eastbrook Academy’s commitment to community/parent partnership, the faculty at the Academy makes every effort to maintain close communication with families through the following platforms:

### **Blackbaud Student Information System**

Blackbaud is the web-based communication tool that Eastbrook Academy employs to help keep parents/guardians and students informed about daily assignments, academic progress, announcements,

student schedules, and the Academy calendar. Parents must check Blackbaud regularly to ensure that student progress aligns with the Academy standards. If any issues arise, please contact the your student's teacher or the principal..

### **Email**

Direct email is the primary form of communication between teachers and parents/guardians. In order to be well informed, please make sure that all email addresses (@eastbrookacademy.org) do not filter to junk or spam.

All-School emails from the Administrative Team are used for high level communication only.

Please keep the Academy's database current by supplying any changes to your email address.

### **Notes and Reminders**

Weekly Notes & Reminders (via email address on file) posts upcoming events, reminders, and important announcements pertinent to the Academy-wide community. Parents or guardians are encouraged to carefully read its content and transfer important dates to their calendars. For grade or school specific information, parents are encouraged to regularly communicate with teachers.

### **School Closings**

In the event of school closings due to inclement weather or an emergency, parents will be alerted through our Parent Alert system (see Parent Alert Text below). The message will also be posted to local media (radio, television) usually before 6 am.

### **Social Media**

Eastbrook Academy maintains a website, hosts a Facebook Public Page and Grade Level Private Pages, as well as an Instagram Account. Just like most academic websites, [eastbrookacademy.org](http://eastbrookacademy.org) is an online source for general Academy-wide information. You can also find additional information such as event listings, parent resource pages, and college/athletic links.

### **Family Conferences**

Family Conferences for all grades help reinforce a good relationship. Eastbrook Academy schedules Family Conferences two times per year. Conferences in the first semester are required for at least one parent/guardian. Second semester Family Conferences are optional. Attendance of both parents/guardians is highly encouraged at all Family Conferences. Should additional conferences be desired, arrangements can be made for an appointment directly with the teacher.

### **Annual Report**

The Annual Report is prepared to provide a financial summary of the previous year.

### **Parent Alert Text**

Eastbrook Academy reserves texting for School Closings or an Emergency. The Academy will send a Parent Alert regarding the situation using an automated voice, text, and email messaging service to all home numbers, cell phone numbers, and email addresses in the Academy's database.

### **Homework Folder (LS)**

The purpose of the homework folder is to ensure that homework assignments, project instructions, and any other helpful information is communicated to parents or guardians. Parents or guardians can use the homework folder to send notes, ask questions, or request information from the teacher. Parents or guardians are expected to sign their child's homework sheet each night. Student work over the course of the week will be sent home on a weekly basis by all Lower School teachers. Parents or guardians should review, sign and return these, acknowledging receipt.

### **Student Agendas (Gr. 3 and 4)**

The purpose of the agenda or assignment notebook is to teach effective, lifelong organizational skills. Teachers and students are to use the agenda to record homework assignments, project instructions and any other information that would be helpful to parents or guardians. Parents or guardians can use the agenda to write notes, ask questions or request information from the teacher. Students will be required to use their agendas daily, as instructed by the teacher.

## **HEALTH AND MEDICAL GUIDELINES**

Eastbrook Academy is concerned not only with the academic and spiritual well-being of our students, but also for their physical and emotional well-being.

### **Illness or Injury at School**

Eastbrook Academy has a full-time nurse to assist students in the event of illness or injury at school. In the event of an emergency, parents/guardians will be contacted immediately by the Academy secretary. For life-threatening emergencies, in addition to contacting the parents or guardians, the Academy will call an ambulance. The financial responsibility for any medical attention given will be on the family.

### **Medical Records and Treatment Plans**

Eastbrook Academy requires up-to-date medical records and treatment plans to be on file for each student by the beginning of each school year. In addition, the law requires that immunizations be up-to-date and on file at Eastbrook Academy. Students with incomplete immunization records may not be allowed to attend classes.

Medical records are confidential and will be handled as such. The Academy will only share pertinent and necessary information about your child to the appropriate faculty members. Pertinent information includes food allergies, bee allergies, asthma, mental health treatment plans, etc.

## Medication Administration

In order for medication to be given at school, the following requirements must be met:

- **Over-the-Counter Medications** must be provided from home and will only be given with a completed Permission for Medication form signed by the parent/guardian. The medication must be sent in the original packaging, labeled with the student's name, and kept in the school health office. Written authorization must include the name of the medication, dates, times and dosage to be given. Any changes (in dosage, etc.) from the package directions require a doctor's signature.
- **Prescription Medications** can be given with a completed Permission for Medication form signed by the parent and the physician. The medication must be sent in the original prescription container, labeled with the student's name, and kept in the Academy office. Written authorization must include the name of the medication, dates, times, and dosage to be given.
- **ALL** medication brought to school must be given to the Nurse or the School Office. Students are **NOT** permitted to carry medications other than Epipens, rescue inhalers, or diabetic insulin with them or keep them in their desks, lockers, or backpacks. The Academy will not be held liable for students who choose to self administer over-the-counter medication.
- No medication will be administered without proper **written** authorization. **No Exceptions.**
- The Academy will not accept medication in unlabeled containers.

## Illness and School Absence

Students are not permitted to attend school if they have any of the conditions listed below. If they are found to have these conditions at school, parent/guardian will be notified to make arrangements and students must be picked up in a timely manner.

- **Fever:** Students may not return to school until his/her temperature is normal for 24 hours without the use of fever reducing medications.
- **Vomiting and/or diarrhea:** Students may not return to school until able to eat and drink for 24 hours.
- **Red, itchy eyes with a discharge:** Students must be seen by a doctor and necessary antibiotics must be administered for 24 hours prior to returning to school.
- **Undiagnosed rash on face or body:** Student must be seen by a doctor prior to returning to school.
- **Any illness where there is a possibility of infecting others** such as strep throat, chicken pox, COVID, etc.
- **Any illness or injury that will prevent a student from sitting in class and learning without disrupting class.**

## Head Lice

If a student is found to have head lice, they will be immediately dismissed from school. Students must be treated, and have all nits removed. Prior to readmission to class, students will be screened and confirmed nit-free through the Health Office.

### **Notification of Prolonged Health Conditions**

Parent/guardian are required to inform the Academy of any chronic or prolonged (3 days or more) medical conditions that could impact a student's ability to participate fully in normal school or athletic activities. If a student cannot participate in regular school activities, a note should be sent to the Academy briefly explaining the condition and requesting that the student be excused from participation in specific activities. If the excuse is for a period longer than one week, a physician's note must be given to the Health Office. The Academy reserves the right to request a physician's note regarding the student's condition at any time.

The Academy Health Office will make sure the appropriate faculty members are aware of any restrictions or conditions affecting your child's performance in any school activity.

### **Child Abuse and/or Neglect**

Eastbrook Academy is required by law to report any allegation of child abuse or neglect to the proper governmental authority. The Academy will handle situations carefully and according to legal guidelines. The ultimate goal is to be sure that the physical and mental health of each child is protected. The Academy will seek professional and legal consultation in regards to any incident of child abuse or neglect.

### **Communicable Disease Policy**

Eastbrook Academy strives to maintain a safe and healthy learning and working environment for its students and staff. It is the policy of the Academy to have a two-fold approach to dealing with communicable diseases; prevention of illness/diseases and appropriate response to widespread illness/disease outbreak.

- **Basic Prevention:**

The administration and staff of Eastbrook Academy strives to maintain a healthy and clean learning atmosphere for the students in attendance. This is done by:

- Encouraging good personal hygiene.
- Teachers will encourage good hand washing or the use of hand sanitizer when appropriate.
- Each classroom/teacher is responsible for keeping the desks, tables and chairs clean with a multi-purpose cleaner.
- Refer to the Eastbrook Academy "Clean-up of Bodily Fluids" policy and procedure for larger bodily fluid spills.

- **Immunizations:**

In accordance with Wisconsin Statute sec. 120.12(16)(a)(b) each student enrolled at the Academy must provide evidence of receiving the state required immunizations appropriate for their age and grade OR claim one of three waivers: personal conviction, health, or religious. Failure to provide a record of immunizations prior to the state mandated deadline will result in the student being excluded from school for no more than five consecutive school days.

- **Exclusion from School:**

Eastbrook Academy understands that from time to time students fall ill. In concert with Wisconsin Statute sec. 252.21 (1)(6) and the Eastbrook Academy Student Handbook, if a student becomes ill while at school, parents will be notified and expected to pick their child up in a timely manner.

Basic criteria for if and when a student should either be sent home or kept home is outlined in the "When to Keep Your Student Home from School" brochure available through the Academy Health Office. The Academy also follows the guidelines and recommendations put forth by the Milwaukee Health Department as well as the Wisconsin Department of Health and Family Services. Students without the proper immunizations may be excluded from school in the event of exposure to certain communicable diseases (ex. Measles, Pertussis). The Academy Administration will follow the guidelines set forth by the CDC, The Wisconsin Department of Health and Family Services and the local Public Health Department when determining exclusion in these circumstances.

● **Response to Widespread Outbreaks:**

Occasionally, there will be a communicable disease (viral or bacterial) that becomes widespread either in the community or in the school itself. It is the desire of the Academy administration to respond to such an event in a logical, organized, and well planned manner. This response will be a collaborative effort between the Executive Director of Education, the Principals, the School Nurse, designated school staff, and the local health department.

### **Mental Health and Counseling Support**

Eastbrook Academy strives to support students holistically - physically, mentally, emotionally, spiritually and socially. Having a good school counselor is vital to the success of any school.

At times, parents/guardians, teachers, or administrators may refer students (through the Health Office) for counseling. Students may also request counseling for themselves. The focus of counseling at Eastbrook Academy is to help students gain a better understanding of themselves, their environment, and how they can be resilient as they face life transitions and challenges.

Services include intake assessment, short-term individual counseling, crisis intervention, group counseling, and referrals as needed. Each service will be provided during the school day, and as much as possible, during the most convenient time for the student. The sessions will not interfere with core classes and last no more than thirty minutes. School counseling services are aimed at educating and supporting students within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school.

### **FOOD SERVICE**

#### **General Information**

Eastbrook Academy students may choose to partake in the paid meal program or bring a meal from home. Each day students will indicate their choice with their homeroom teacher. Menus are

published monthly and are available on the website and linked in Notes and Reminders. Free and Reduced Meal Applications are available. Snacks are allowed. Food allergies or special dietary needs must be communicated to the school nurse and homeroom teacher. More information about our program can be found in our [School Wellness Policy](#) and [Meal Charge Policy](#)

### **Prepaid Meal Program**

Breakfast and lunch must be paid in advance in order for your child to participate in the meal program. The Academy uses [EZ School Apps](#) to track food program balances and to make payments via bank account, debit, or credit card to student meal accounts.

If a student has a zero (or negative) balance in their account, students may be offered an alternative meal option until the negative balance is resolved. Unresolved balances may impact a student's eligibility for re-enrollment.

### **Federal Free and Reduced Meal Program**

Eastbrook Academy participates in the National School Lunch Program, a federally assisted meal program that offers free and reduced meals to families who qualify. Qualifying families are eligible to receive additional benefits such as college application fee waivers, ACT Fee waivers, utilities discounts, etc. Information and applications can be found on the website and in the Academy Business Office.

For further information regarding the Federal Free and Reduced Lunch Program, please contact the Business Office Assistant or visit the [Free and Reduced Meals Application](#)

### **Bagged Lunches**

Students can bring a bagged lunch from home. Sack lunches should be packed using the following guidelines:

- Refrigeration is not available.
- **Middle School students** must eat lunch in the cafeteria with their class and do not have access to microwaves.
- **High School students** may have the privilege of using microwaves or eating lunch in a teacher's classroom during their lunch period.
- Regular, fat free regular, and chocolate milk are available for purchase in the cafeteria (see Prepaid Lunch Program guidelines).

### **Snack**

Students may bring a snack from home to be consumed in the classroom only during the morning snack time or special time predetermined by the teacher.

- No soda.
- No sugary options.
- No snacking in the hallway.
- No snacking at recess.

## **ASSEMBLY AND WORSHIP**

### **Academy-Wide Worship (AWW)**

A combined K4-12th grade worship service will be held every Wednesday from 8:20 am-8:50 am. The purpose of Academy-Wide Worship is to enhance the spiritual development of students through special presentations and occasional guest speakers. Attendance is required.

### **Weekday Assembly (LS)**

Every school morning (excluding AWW), grades K5-5th grade meet for daily morning assembly at the flagpole located on the west side of the building near the carline. Students gather with their classmates and teacher to say the pledge, school prayer, and share any classroom presentations with their peers.

Parents or guardians are encouraged to attend any and all assembly or worship programs.

## **FIELD TRIPS**

The purpose of a field trip is to enhance the learning taking place in the classroom. A field trip is considered a school function; therefore, all behavior and dress code guidelines apply as usual unless specifically indicated. Students will not be allowed to participate in a scheduled field trip without a signed permission slip from a parent/guardian.

## **FUNDRAISING**

All Academy fundraising events (including, but not limited to bake sales, concession stands, car washes, etc.) must be executed under the guidance and direction of the Development Office.

The following guidelines apply to each approved fundraising event:

- No selling or soliciting on Sunday mornings.
- Academy-wide events are given priority over student-led or club-specific events.
- Fundraising forms can be obtained from the Development Office and must be submitted prior to any fundraising.
- Upon approval, the Development Office will meet with the Executive Director of Administration to discuss details regarding the execution of the event.

Fundraising for outside organizations (for example: Girl Scouts or Boy Scouts, non-EBA sports or clubs, etc.) are allowed, but the students are not allowed to solicit staff directly. On occasion, students may obtain permission in the office to post items for sale, so that anyone who may wish to buy, can indicate so without compulsion.

Contact the Development Office for more details.

## **CO-CURRICULAR OPPORTUNITIES (MS/HS)**

Eastbrook Academy offers Co-curricular Opportunities. All such activities are subject to the guidelines, policies, and procedures found in the Eastbrook Academy Co-Curricular Handbook.

**Acknowledgement**

I have read the 2023/2024 Eastbrook Academy Student/Parent/Guardian Handbook and have discussed its contents with my child. I understand that Eastbrook Academy reserves the right to amend this handbook at any time it deems necessary. Any amendments to this handbook outside of the yearly updates, will be communicated to parents/guardians via Blackbaud.

My signature below acknowledges that I have read and agree to comply with all expectations, rules, and procedures in the handbook.

Parent/Guardian Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**EASTBROOK ACADEMY  
5375 N GREEN BAY AVENUE  
MILWAUKEE, WI 53209**